

## Volume X – E-Filing Reference Guide for I-539

### Purpose

The purpose of Volume X is to highlight key aspects of the I-539 E-Filing module for prospective employers wishing to E-File an Application To Extend/Change Nonimmigrant Status (Form I-539). The following screenshots and discussion topics will provide a preview of the I-539 E-Filing Form and can be used as a reference to prepare to for E-Filing I-539 petitions.

In is document the following topics will be addressed:

- [What Determines Where I-539's Are Routed](#)
- [Using the E-Filed I-539 to Change or Extend Your Status](#)
- [E-Filing Ineligibility of A, G, and NATO Nonimmigrants](#)
- [E-Filing I-539's That Have Multiple Beneficiaries](#)
- [Associating E-Filed I-539 With an Application for Employment Authorization](#)
- [Mailing Addresses for Supporting Documentation](#)

### What Determines Where I-539's Are Routed

All E-Filed I-539 applications are automatically sent to the appropriate USCIS Service Center electronically based on a combination of State and current nonimmigrant classification selected in Part 1 of the E-Filing form and the Application Type selected in Part 2.

There are several exceptions to this rule and they include:

- All E-Filed I-539 applications requesting reinstatement of a F-1 or M-1 nonimmigrant are electronically routed to District/Sub Office based on the zip code in Part 1 of the E-Filing form.

**I-539 Form: Application to Extend/Change Immigration Status**

My Forms

Overview Filing Status **Form** Form Checklist Certify Forms Payment Confirmation

**Part 1. Information about you.**

In order to electronically process your application, you must provide information for the items marked \* below.

Family Name: \*

Given Name: \*

Middle Name: \*

Address: \*

Street: \*

Apt. #: \*

City: \*

State: \* Select a State

Zip Code: \*

Daytime Phone Number: \*

Country of Birth: \*

If the user is requesting an I-539 F-1 or M-1 reinstatement, then the case will be sent to a District/Sub Office based on the zip code of the applicant's residency

- All E-Filed I-539s involving TD nonimmigrants will be electronically routed to the Nebraska Service Center.
- All I-539s concurrently E-Filed with a Petition for a Nonimmigrant Worker (Form I-129) will be routed to the Service Center the I-129 is routed to.
- All E-Filed I-539s where you request a change from Q-2, or Q-3 status to any other nonimmigrant classification will be electronically routed to the Nebraska Service Center.

## Using the E-Filed I-539 to Change or Extend Your Status

The E-Filing system has been programmed to allow only certain nonimmigrants to extend and change their status.

**Remember**, if you feel that you are eligible to apply for an extension or change of status not allowed by the E-Filing system you may always apply in paper.

**Bureau of Citizenship and Immigration Services**

**I-539 Form: Application to Extend/Change Immigration Status**

My Forms Log out

Overview Filing Status **Form** Form Checklist Certify Forms Payment Confirmation

**Part 2. Application type.**

In order to electronically process your application, you must provide information for the items marked \* below.

1. I am applying for: \* (Check one)

☐ a. An extension of stay in my current status

☐ b. A change of status

☐ c. Other: (Describe grounds of eligibility)

**Part 2. Application type.**

In order to electronically process your application, you must provide information for the items marked \* below.

b. A change of status

The new status I am requesting is: \*

1. I am applying for: Select a Status

Back Cancel Continue

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 (TDD 1-800-767-1833).

- You will only be allowed to E-File an I-539 requesting an extension of stay for the following nonimmigrant classifications:
  - **B-1, B-2, E-1-Dependent, E-2-Dependent, H-4, L-2, M-2, N-8, N-9, O-3, P-4, Q-2, Q-3, R-2, TD, and M-1.**
  - Note that **F-1** Extension of Stays are allowed if they state they have a date specific visa.
- You will only be allowed to E-File an I-539 requesting a change of status to the following nonimmigrant classifications:
  - **B-1, B-2, E-1-Dependent, E-2-Dependent, F-1, F-2, H-4, I, J-1, J-2, L-2, M-1, M-2, N-8, N-9, O-3, P-4, R-2, and TD.**
  - Note that **M-1** nonimmigrants will not be allowed to request a change to **F-1** nonimmigrant status using the E-Filing system.

If you attempt to request an extension or change of status you will (in most cases) receive an error message stating the you cannot request that extension

of stay or the nonimmigrant classification will not appear as a change of status option.

## E-Filing Ineligibility of A, G, and NATO Nonimmigrants

The E-Filing web instructions clearly state that A, G, and NATO nonimmigrants are E-Filing ineligible. Nonetheless, the E-Filing system will not generate an error message if you mistakenly request an ineligible A, G, and NATO benefit, so be sure to carefully read and follow the I-539 E-Filing web instructions.

You must file I-539's requesting a benefit for an A, G, and NATO nonimmigrant in paper.

- If you are applying for a change of nonimmigrant status to, from, or within, A, G, or NATO classification then you must first submit your request to the diplomatic mission, international organization, or NATO/HQ SACT that employs you, or if you are a dependent, your principal alien. Your request must also include Form I-566.
- If you are an A-3, G-5, or NATO-7 requesting an extension of stay then your employer must submit this application, together with Form I-566, to the embassy, international organization, or NATO command that employs you.

## E-Filing I-539's That Have Multiple Beneficiaries

You can E-File an I-539 for other family members jointly by filling out on-line E-Filing I-539 Supplement-1s for each co-applicant.

Bureau of Citizenship and Immigration Services

I-539 Form: Application to Extend/Change Immigration Status

Overview Filing Status Form

Part 2. Application type.

2. Number of people included in this application: (Check one)

☐ a. I am the only applicant:

☒ b. Members of my family are filing this application with me. The total number of people (including me) in the application is: (Complete the supplement for each co-applicant)

5

Back Cancel Continue

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].

- For example, if you indicate in Part 2 of the E-Filing I-539 form that there is a total of 5 beneficiaries included in the I-539 application, then 4 on-line I-539 Supplement-1s will be provided for completion.

Bureau of Citizenship and Immigration Services

I-539 Form: Application to Extend/Change Immigration Status

Overview Filing Status Form

Supplement One 1 of 4

Complete when more than one person is included in the petition. (List each person separately. Do not include the person named in Part 2 of the I-539 Form.)

Online version of the I-539 Supplement-1

Number of additional named workers included in this form as indicated in Part 2

Name: \_\_\_\_\_

Date of Birth: MM/DD/YYYY \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Supplement - 1

Attach to Form I-539 when more than one person is included in the petition or application. (List each person separately. Do not include the person named in the form.)

Family Name	Given Name	Middle Name	Date of Birth (MM/DD/YYYY)
Country of Birth	Country of Citizenship	Social Security # (if any)	A # (if any)
Date of Arrival (MM/DD/YYYY)	I-94 #		
Current Nonimmigrant	Expires On		

- If you want to drop any of your co-applicants for whatever reason simply use the <Back> or <Continue> buttons to reach the “**Supplement Form for I-539**” page and follow the instructions for deleting a co-applicant’s Supplement-1 form.

**I-539 Form: Application to Extend/Change Immigration Status**

Overview Filing Status **Form** Form Checklist Certify Forms

**Supplement Forms For I-539**

You have reduced the total number of people filing this application from 5 to 1. I please select 4 people to be removed

☐ 1 of 4: NA, NA

☐ 2 of 4: NA, NA

☐ 3 of 4: NA, NA

☐ 4 of 4: NA, NA

## Associating E-Filed I-539 with an Application for Employment Authorization

An Application for Employment Authorization (Form I-765) can only be concurrently E-Filed with an I-539 for a spouse of a principal E or L nonimmigrant when you are also concurrently E-Filing a Petition for a Nonimmigrant Worker (Form I-129) for the principal. If you are not concurrently E-Filing an I-539 with an I-129 for a principal of an E or L nonimmigrant and you want to E-File an I-765 for an E or L dependant beneficiary on an I-539 then:

- First, E-File the I-765.
  - Be sure to note the E-Filing receipt number generated after E-Filing the I-765.
- Second, complete an I-539.

- Answer item **3.g.** in Part 4 of the E-Filing I-539 form as appropriate; and
- Provide information about the E-Filed I-765 in the text box provided for **3.g.** answer explanations (see image below).

The information you provided about the E-Filed I-765 will help the appropriate Service Center associate the I-765 application with the related I-530 application.

g. Have you, or any other person included in this application, been employed in the U.S. since last admitted or granted an extension or [change of status](#)? ☐ No ☐ Yes

If you answered "No" to Question 3g, fully describe how you are supporting yourself, include the source, amount and basis for any income, in the space below:

If you answered "Yes" to Question 3g, fully describe the employment, include the name of the person employed, name and address of the employer, weekly income and whether the employment was specifically authorized by BCIS, in the space below:

Provide information concerning your E-Filed I-765 here, including, but limited to:

- Receipt Number
- Date E-Filed
- A# (if any)

## Mailing Addresses for Supporting Documentation

If you have E-Filed your application, but were unable to save and/or print the PDF version of the petition and confirmation receipt notice, you should:

- Wait to receive the official receipt notice (Form I-797) in the mail.
- Note the receipt number on the I-797.

**DO NOT** use the mailing address provided in this volume if your I-539:

- Involves a F-1 or M-1 reinstatement
- Was concurrently E-Filed with an I-129 and/or I-907

## U.S. Citizenship and Immigration Services

- If you E-Filed a request for a F-1 or M-1 reinstatement, contact the National Customer Service Center at 1-800-375-5283 for supporting documentation mailing address information.
  - **DO NOT use the mailing address provided below.**
- For all other E-Filed I-539 Application Types, mail the supporting documentation to the addresses below.
  - Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed application.

IF...	THEN ...
Your petition receipt number begins with <b>“WAC”</b>	<b>Send supporting documentation to:</b> California Service Center P.O. Box 10539 Laguna Niguel, CA 92607-0539
Your petition receipt number begins with <b>“LIN”</b>	<b>Send supporting documentation to:</b> Nebraska Service Center Attn: E-Filed I-539 PO Box 87373 Lincoln, NE 68501-7539
Your petition receipt number begins with <b>“SRC”</b>	<b>Send supporting documentation to:</b> Texas Service Center Attn: E-Filed I-539 P.O. Box 852523 Dallas, TX 75185-2523
Your petition receipt number begins with <b>“EAC”</b>	<b>Send supporting documentation to:</b> Vermont Service Center Attn: E-Filed I-539 Lower Welden Street St. Albans, VT 05479-0001

**Note:** If the application was concurrently filed with an I-129 and I-907 you will need to use a different set of addresses (see [Volume VI - E-Filing Form](#)

[I-129](#) or [Volume XIII - E-Filing Form I-907](#) respectively). **DO NOT use the mailing address provided above.**